



LARKFIELD PRIMARY SCHOOL

TERMS OF REFERENCE - PREMISES AND FINANCE COMMITTEE

Number of Governors: Minimum of 3 Governors including Headteacher
Quorum: 3 Governors (including Headteacher)

The Committee will meet as necessary but at least once per term and provide minutes of the meeting for distribution to all Governors prior to the next full meeting of the Governing Body. The Governing Body/Committee will appoint its own Chair and Clerk. The meetings will be open to other governors.

Finance functions:

To support and challenge [monitoring and evaluating] the head teacher in effectively discharging the school's duties relating to financial matters including:

- To approve the budget for the year
- To assist the Headteacher in monitoring the budget during the course of the year.
- In consultation with the Headteacher to vire monies up to £10,000 during the course of the year as necessary
- To ensure the school complies with the legal requirements of national and local financial arrangements
- To ensure compliance with the principles of best value
- To arrange the auditing of non-public funds
- To approve contracts up to the value of £20,000
- To recommend and oversee the charging policy
- To consider premises matters where finance is involved
- To carry out other finance related functions as delegated by the full governing body
- To ensure any statutory reporting / publication is carried out effectively and within set deadlines.
- To ensure statutory policies are in place, reviewed and updated in line with agreed timescales

Staffing functions:

To develop, review and oversee the implementation of the governing body's personnel policies, including making recommendations to the full governing body on:

- Adoption of policy and procedures for discipline, competency and grievance matters
- Whole school pay policy
- Complaints policy and procedure
- Performance management policy

- Equal opportunities [ensuring all personnel matters are conducted in compliance with this policy]
- Procedures for managing staffing levels
- To consider requests for special leave
- To review the staffing structure when a vacancy occurs
- To establish annual and longer term salary costs to ensure financial sustainability
- To contribute to the school improvement plan as appropriate
- To carry out any other staff related tasks as delegated by the full governing body.

Premises functions:

To support and challenge the work of the school in effectively discharging its duties relating to the school premises and Health & Safety including:

- Ensuring the school complies with statutory requirements
- Reviewing the condition of the school building to ensure we are providing a suitable and safe environment for learning and working.
- Discussing and approving development plans; monitoring quality of work undertaken and ensuring value for money
- Monitoring actions arising from Health and Safety assessments

To ensure statutory policies are in place, reviewed and updated in line with agreed timescales.

To ensure any statutory reporting or publication is carried out effectively and within set deadlines.

To monitor and contribute to the school self-evaluation process specifically evaluating the evidence relating to the judgement on Leadership and management.

To carry out other premises or H&S related tasks as delegated by the full Governing Body.

All decisions and actions of the committee will be made with equality and the core functions of school governance in mind:

- set the vision and strategic direction of school;
- hold the headteacher to account for its educational performance
- ensure financial resources are well spent.